King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 6 **Classification**	
6.04.005, Notary Public	Approved By:	Director John Diaz
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	Reviewed By:	PRC, CPA
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Purpose

To outline the procedures for providing notary services to inmates.

Policy

It is the policy of this department to provide or make available appropriate notary services to the inmate population while incarcerated. Only duly authorized and appointed staff shall perform notary services and shall comply with state laws regarding those services.

References

RCW:	42.45
WAC:	308-30
Department Forms:	Inmate Information Handbook
	Classification Kite (F-532)

Definitions

Acknowledgment: A statement by a person that the person has executed an instrument as the person's free and voluntary act for the uses and purposes stated therein and, if the instrument is executed in a representative capacity, a statement that the person signed the document with proper authority and executed it as the act of the person or entity represented and identified therein.

Notarial Act/Notarization: (a) Taking an acknowledgment; (b) administering an oath or affirmation; (c) taking a verification upon oath or affirmation; (d) witnessing or attesting a signature; (e) certifying or attesting a copy; (f) receiving a protest of a negotiable instrument; (g) certifying that an event has occurred or an act has been performed; and (h) any other act that a Notary Public of this state is authorized to perform.

Notary Public: Certifier of legal documents; somebody who is legally authorized to certify the authenticity of signatures and documents. Also called Notary.

A. General Guidelines

1. **Inmates** shall submit a Classification Kite requesting a notarial act.
2. **Corrections Program Specialists** (CPS) shall:
   a. Respond to notary requests in a timely manner.
   b. Ensure that no criminal court documents are notarized (i.e., court orders, release or charge documents, etc.).
3. **Notaries public** shall:
   a. Maintain logs of all notary work performed.
4. **Customer Service Specialist IIIs** shall:

a. Receive papers from the public that are to be signed by an inmate and perform the notarial act, if duly authorized to do so.
b. Contact a duly authorized CPS to perform the notarial act, if necessary.